

AMENDMENT
U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin
THIS AMENDS BULLETIN #26-08-D10-023(E) TO UPDATE THE CONTACT
AND HOW TO APPLY INFORMATION.

ISSUE DATE: May 16, 2008
CLOSING DATE: December 31, 2008

RECRUITING BULLETIN NO. 26-08-D10-023(E)
REGIONAL CENSUS CENTER, KANSAS CITY, MO

INFORMATION TECHNOLOGY SPECIALIST, GG-2210-09/11/12
Salary: Grade 9: \$51,734
Grade 11: \$56,815
Grade 12: \$63,315

NUMBER OF POSITIONS: FEW

DUTY STATION: KANSAS CITY, MO

PAYMENT OF RELOCATION EXPENSES IS NOT AUTHORIZED.

EXCEPTED SERVICE APPOINTMENT: This is a two year Schedule A time-limited appointment with a possible two year extension.

AREA OF CONSIDERATION: All Qualified U.S. Citizens

DUTIES: Manages the users of the IT system, creating and deleting users as appropriate, providing access rights to applications, files, and system devices; trouble-shoots problems and resolves them if possible; initiates problem resolution procedures as necessary. May assist with installation of the IT systems in the RCC and/or LCO. Conducts feasibility studies and recommends course of action. Reviews requirements of projects to determine objectives of the program, concepts, nature of the unprocessed data, and processes required in support of the computer effort in order to organize work processes and problems for computer solution. Oversees the creation of general utility routines and systems and independently develops the more complex routines and detailed sequences of internal program logic by coding, testing and debugging. Provides user training. Responsible for full range of system administration/management of the Division's network and infrastructure.

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual sheet addressing each of the following:**

- 1. Experience with system management responsibilities of a Local Area Network (LAN) connectivity and network operating systems.**
- 2. Experience with the design, implementation, backup, security and contingency planning, resource allocation of disk and users, installation of LAN hardware and operating system software.**
- 3. Experience using and supporting Novell's Netware 5.x and Microsoft's Windows desktop operating system.**

APPLICATION DEADLINE: Application materials must be received by the closing date of the recruiting bulletin. Applications received after this date will not be considered.

QUALIFICATIONS: Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below.

1. **Applicants must be 18 or older to be hired.**
2. **To be eligible for this position, you must have the specialized experience, education, or a combination as indicated below:**

If you are using education to basically qualify for a position, you **MUST** submit a copy of your college transcripts or a listing of college courses showing title of the class, grades earned, completion dates, hours earned, the type of hours earned (semester/quarter), and grade point average. Applicants selected for position will be required to supply original transcripts.

GG-9: Experience: Applicant must have one year of specialized experience equivalent to the next lower grade that demonstrated knowledge of computer requirements and techniques in carrying out project assignments which involve the development of minor modifications to parts of a system, analyzing the interrelationships of pertinent components of the system; planning the sequence of actions necessary to accomplish the assignment. **OR Education:** Two full years of progressively higher level graduate study or a master's degree in one of the following majors: computer science, information science, information systems management, mathematics, statistics, operations research, engineering, or another major which provided knowledge equivalent to major in a computer field.

GG-11: Experience: Applicant must have one year of specialized experience equivalent to the next lower grade that demonstrated knowledge of computer approaches, techniques, and requirements appropriate to an assigned computer application area, planning the sequence of actions necessary to accomplish the assignment where this entailed coordination with others outside the organizational unit and development of project controls, adapting guidelines or precedents to the needs of an assignment. **OR Education:** Three full years of progressively higher-level graduate education leading to a Ph.D., or equivalent doctoral degree with major study in computer science, information science, information systems management, mathematics, statistics, operations research, engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.

GG-12: Experience: Applicant must have one year of specialized experience equivalent to the next lower grade that demonstrated accomplishment of computer project assignments that required a wide range of knowledge of computer requirements and techniques that include analyzing a number of alternative approaches in the process of advising management concerning major aspects of ADP system design such as system inter-relationship, operating mode, system software, and/or equipment configuration. **Education:** At the Grade 12 level, no substitution of education for experience is permitted.

HOW TO APPLY:

Step 1: Submit a completed application/resume, listing your work duties and accomplishments relating to this position. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veteran's Preference – Applicants claiming 10-point veteran's preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge

from Active Duty. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.

- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- Paid and non-paid work experience related to the position. For each work experience Include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes, from Government computer/email or via Government FAX machines will not be accepted.

Step 2: Complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. http://www.opm.gov/forms/pdf_fill/of0306.pdf
You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.

Step 3: Submit a separate application package for each grade level you wish to be considered for.

Step 4: Submit your separate sheets or documents responding to the Evaluation Criteria listed on page one of this bulletin with your application.

Step 5: Submit completed application package by the closing date of the bulletin to:

**Bureau of the Census
Regional Census Center
2001 NE 46th Street, Kansas City, MO 64116.
ATTN: ADMIN
Or via email to: kansas_city_2010_HR@census.gov**

You may contact the Administrative Dept. on 816/994-2032 or 816/994-2030 for further information about this vacancy.

Individuals with a disability may request reasonable accommodations by calling 816/994-2032.

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule, which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign an agreement outlining the conditions of employment prior to the appointment.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Public law requires all new appointees to present proof of identity and employment eligibility.

ADDITIONAL INFORMATION: Employees who receive a Voluntary Separation Incentive Payment (VSIP) or a Buyout and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, PHYSICAL OR MENTAL DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.